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Bulletin Number	7834BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	HEAD DEPARTMENTAL CIVIL SERVICE REPRESENTATIVE
Exam Number	R1882D
Filing Type	Standard
Filing Start Date	08/20/2012
Filing End Date	09/10/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	\$ 6,511.36
Salary Maximum	\$ 8,539.55
Position/Program Information	Supervises staff responsible for serving as departmental advocates before neutral third party administrative bodies including but not limited to the Civil Service Commission and the Employee Relations Commission.
Essential Job Functions	Supervises a staff of departmental representatives who may represent the department before the Civil Service Commission, Employee Relations Commission and grievance process; analyzes, researches, formulates, recommends, and administers departmental policies, procedures, rules, and regulations related to discipline, relevant case law involving disciplinary actions, rules of evidence, administrative law, civil and criminal procedure; reviews, advises and/or prepares proposed corrective actions letters, including but not limited to letters of discharge, reduction, and suspension to ensure the department is consistent with applicable regulations, policies and procedures, and to ensure proposed actions have a sufficient basis for defense; serves as a consultant to departmental managers in establishing and reviewing departmental disciplinary policies, preparing and documenting performance evaluations, counseling managers on techniques for correcting specific behavior or performance problems, ensuring appropriate application of Civil Service Rules and Employee Relations agreements, ensuring letters (e.g., disciplinary, discharge, reduction and suspension) are consistent with applicable policies, procedures and guidelines, recommending modifications of proposed departmental actions, and reviewing negative performance evaluations to ensure such evaluations are properly documented and supported.
Requirements	<p>SELECTION REQUIREMENTS:</p> <p>Option I: One year of experience preparing and presenting disciplinary or discrimination cases before the Civil Service Commission or Employee Relations Commission as a Departmental Civil Service Representative*.</p> <p>Option II: Two years of experience performing the duties at the level of a Head Departmental Personnel Technician**, Human Resources Analyst III***, or Personnel Officer II****, including experience preparing and presenting cases before the Civil Service Commission or Employee Relations Commission.</p>
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement	*In the County of Los Angeles, Departmental Civil Service Representative represents departmental management as an advocate before neutral third

Information

party administrative bodies including but not limited to the Civil Service Commission and the Employee Relations Commission.

**In the County of Los Angeles, Head Departmental Personnel Technician is responsible for supervising a professional staff engaged in technical personnel work in a large central departmental personnel office.

***In the County of Los Angeles, Human Resources Analyst III is responsible for analyzing and making independent recommendations for the solution of problems in administration of Countywide programs at full journey level.

****In the County of Los Angeles, Personnel Officer II is responsible in administering a comprehensive, integrated personnel program for a medium-sized to large County department or hospital.

To qualify under **Option I**, applicants must have County status in the class as evidenced by holding or have held such payroll title. **NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.**

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted for **candidates qualifying under Option II in the Selection Requirements**. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative.

NO WITHHOLD IS ALLOWED IN THIS EXAMINATION.

**Examination
Content**

This examination will consist of two (2) parts:

PART I - A written test weighted 50% that consists of both computerized and paper-and-pencil components.

Section 1: A Broad Based Employment Skills Test (B-BEST), which consists of reading comprehension, written expression, and data analysis and decision-making/mathematics.

Section 2: A computerized Work Styles Assessment (WSA), which consists of business leadership, interpersonal leadership, leadership motivation, self leadership, management judgment, management potential and professional potential.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II). Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the phone.

PART II - A structured interview weighted 50% that consists of knowledge of employment laws, interpersonal and communication skills, work skill and productivity, and software knowledge and skills.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of on-line application, your score will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least a year.

TRANSFER OF SCORES:

Applicants that have taken any identical written test part(s) for the following

exams within the last twelve (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination upon acceptance of their ON-LINE application:

- Accounting Systems Analyst, Exam Number S2646A
- Administrative Services Manager I, Contracts, Exam Number 140
- Administrative Services Manager II, Contracts, Exam Number 148
- Chief Program Specialist CEO, Exam Number M0819
- Departmental Civil Service Representative, Exam Number R1881E
- Departmental Employee Relations Representative, Exam Number R1907A
- Deputy Compliance Officer, Exam Number 162
- Information Technology Manager I, Exam Number 168
- Information Technology Supervisor, Exam Number I2598B
- Management Analyst, Contracts, Exam Number 147

- Management Assistant/Administrative Intern, Exam Number R0895M
- Program Specialist III CEO, Exam Number M0817AG
- Program Specialist IV CEO, Exam Number M0818P

- Senior Departmental Employee Relations Representative, Exam Number R1908D

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

**Special
Information**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable Information Guides may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>

You can also access practice tests for the computerized version of the test by going to the following website: <http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

	While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Department of Health Services.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.
Available Shift	Day
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the selection requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application <u>ONLINE (via electronic submission) ONLY.</u> Facsimile and hard copy applications will not be accepted.

Applicants may upload additional documents as attachments (e.g., diplomas, certificates, etc.) at the time of filing. If you are unable to attach required documents, you must fax them to (213) 380-3681 within five (5) days of filing your application. Please include the exam number and title.

We must receive your application by 5:00 p.m., PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application on-line using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program,

Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Employment Information Services Office
Department Contact Phone	213-738-2084
Department Contact Email	rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	General Government Services/Other
Job Type	Professional

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